

MINUTES OF THE SPECIAL JOINT MEETING OF THE LAWS & ORDINANCES, FINANCE AND ADMINISTRATION, MUNICIPAL SERVICES, AND PUBLIC SAFETY COMMITTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, JUNE 10, 2019 AT 5:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

### **1. CALL TO ORDER**

The meeting was called to order by Mayor Trilla at 5:30 p.m.

### **2. ROLL CALL**

Those present at roll call were Mayor Frank A. Trilla, Chairman Sue Berglund, Chairman Terrence Kelly, Trustee Michael Mistele, Trustee Gayle Neal, Trustee Paul Oggerino, Village Administrator Brian Pabst, Interim Village Administrator Michael Mertens, Police Chief Robert Schaller, Deputy Chief Lauren Kasper, Director of Finance Carrie Dittman and Deputy Clerk Christine Mardegan.

\*\*\*Trustee Umberto Davi arrived at 5:37 p.m.

### **3. DISCUSSION COMMITTEE REPORTS**

Chairman Terrence Kelly briefly explained that the committee has met twice, on May 14, 2019 and June 6, 2019. As this time, the committee established the rules and procedures and created a mission statement. At this point, the committee has reviewed and discussed following:

#### **A. Laws & Ordinances Committee**

Hearing at the June 5, 2019 Plan Commission and the item Reviewed Comprehensive Amendments to Title 4 of the Village Code: Municipal Services and requested clarification regarding some of proposed amendments. Recommended that the corrected amendments be placed on the Agenda for the June 24, 2019 Village Board meeting subject to final approval by the Village Attorney. Recommended that proposed text amendments regarding small wireless facilities and use of radio antennas in residential districts be referred to the Plan Commission for their consideration. This item was presented at a Public Hearing at the June 5, 2019 Plan Commission and the item was continued to the July 2019 Plan Commission Meeting. Recommended that proposed text amendments regulating bulk storage standards for manufacturing and/or storage of hazardous materials be referred to the Plan Commission for formal consideration. This item was presented at a Public was continued to the July 2019 Plan Commission Meeting.

#### **B. Finance & Administration Committee**

Chairman Berglund explained that the Committee began discussing

alternatives to the amusement tax earlier this spring. Staff was instructed to look at amending or eliminating this tax. One item that was discussed was changing the business license fee structure to apply a flat fee amount to these types of businesses and eliminate the amusement tax altogether. The Deputy Village Clerk sent an email surveying 60 other municipalities on whether they charged business license fees, what the fees were, and whether they were home rule or not.

Director Dittman relayed that the update of the Village's website has been underway since around November 2018. Numerous meetings have been held between Civic Plus (our current website cost) and Village staff, and the design of the new site has been completed. The new platform is more user-friendly and will give Village staff much more flexibility to make changes to the look of the pages themselves. In-depth staff training for core and backup users will occur on June 21, 2019. The website is expected to go live around July 3, 2019.

Director Dittman continued that as part of the annual IT review, it was determined that 2 of the Village's file servers are due for replacement: one for Village Hall and one for the Police Dept. Along with the servers, various peripheral equipment including battery backups, wireless devices, and switches will need to be replaced. PCS International, the Village's outsourced IT consultant, has been soliciting bids and working on the proposals for us. The proposals should be ready for approval at the June 24th Village Board Meeting and the changeout will occur shortly thereafter. Approximately \$43,000 has been included in the FY 19/20 budget for these capital items based on preliminary estimates.

Finally, Director Dittman commented that our internet and phone contracts have expired. After much research and communication with possible providers, 4 proposals were brought forth to the Finance and Administration Committee for review. The Committee ultimately selected Access One (phone) with Legacy XO Communications (internet), keeping Comcast as a redundant internet. As part of this, our internet will also be upgraded from coax to fiber (much faster and will improve staff efficiency). Also related to this project, staff conducted a POTS line audit in order to trace and eliminate unnecessary, expensive POTS lines. If all lines unnecessary lines that were identified are dropped, which is 16 out of the current 27, the Village will save about \$10,000 annually in phone costs.

### **C. Municipal Services Committee**

#### **Residential Solid Waste Collection and Disposal Service Contract:**

Joe Coons and Michael Mertens have meet with John Clifford and Jocelyn Kruis of Republic Services regarding the Village of Willowbrook residential solid waste and disposal service contract that is set to expire on December 31, 2019. They discussed the Municipal Services Committee desire to seek a short-term contract extension to move the contract expiration into the summer of 2020. They also discussed the expectation that the Village would review the future contract criteria (levels of service, stickers, recycling, term, etc.) to include into a new public bid for residential waste services to be sent out over the Fall of 2019 for implementation in the summer of 2020.

#### **Motor Fuel Tax (MFT) Road Maintenance Program**

This year's 2019 Motor Fuel Tax (MFT) Roadway Maintenance Program funding amount is \$303,253. This year's program will include various patching throughout the town. These patches will range from 3-inch overlays to 6-inch full depth patching where necessary. The Village will also be doing crack sealing, as well as thermoplastic traffic marking paint in various areas, concentrating on school zones, crosswalks, stop bars and double yellow striping.

#### **Village Monument Signage Replacement Route 83**

The 2019 / 2020 Village budget included a discretionary item to replace the two Route 83 monument signs with new signage and landscape enhancements. The amount approved in the budget was \$100,000.00. The two current signs are located on State of Illinois right-of-way. Public works is reaching out to IDOT to determine the permit criteria to replace the monument signs at their existing locations. The state may have limitations on the type of signage allowed in the right-of-way and we will keep the Village Board informed on the details.

### **D. Public Safety Committee**

#### **SUBJECT: Update on Public Safety Committee**

Trustee Neale stated that he following is a summary of key projects that the Public Safety Committee has reviewed and recommend for Village Board consideration:

Chief Schaller commented on the following topics:

**MERIT Program:**

The Village of Willowbrook joined FIAT in the late 1970's or early 1980's, FIAT is a law enforcement task force specializing in major crime investigations, computer forensics, major crash reconstructions, police service dogs, and Special Weapons and Tactics (SWAT) response. Support in these specialty areas is shared by personnel on a part-time basis from FIAT member agencies including: Addison, Brookfield, Burr Ridge, Clarendon Hills, Darien, Downers Grove, Hinsdale, Lisle, Lombard, Oak Brook, Warrenville, Westmont, Willowbrook, Wood Dale, and Woodridge.

**Oxcart Permit System:**

In the October 2018 meeting, the Village of Willowbrook Public Safety Committee discussed the use of Oxcart Permit Systems to collect special hauling permit fees for overweight/oversize vehicle. The Village of Willowbrook currently collects these fees via mail or in person at the Village Hall under ordinance 8-7-6: Maximum Size of Vehicle; Permits and

8-7-17: Maximum Gross Weight of Vehicles; Permits and the deputy clerk issues the permits. Upon review, the committee agreed to use Oxcart Permit Systems as a way to issue, manage, and collect permit fees online. The use of Oxcart Permit System is more consistent with how neighboring jurisdictions collect similar permit fees and is known as a standard method of permit fee collection in the trucking industry. The use of Oxcart Permit System is no cost to the Village of Willowbrook and can be cancelled at any time.

**Lexis-Nexis eCrash:**

The Illinois Department of Transportation (IDOT) receives 81% of the crash reports electronically statewide, the goal of IDOT is to reach 100% electronic submittal. Lexis-Nexis eCrash is an approved third-party vendor to the Illinois Department of Transportation. It offers end-to-end crash data management that streamlines and secures the entire report handling process from the report data capture, storage and access to analysis and distribution.

**Truck Ordinance Maximum Size of Vehicles I Gross Weight Permits:**

In October of 2018, the Village of Willowbrook Public Safety Committee discussed the initiation of a commercial motor vehicle enforcement initiative. Among the items discussed were the Village's

current oversize and overweight vehicle ordinances, sections 8-7-6 entitled "Maximum Size of Vehicles; Permits:" and 8-7-17 entitled "Maximum Gross Weight of Vehicles; Permits:" of the village code. These two ordinances were enacted in 1995 and 1984 respectively and contained various outdated sections. It was proposed that the two ordinances be combined into one which address both overweight and oversize vehicles in a manner consistent with current law and neighboring jurisdictions. With the help of commercial motor vehicle enforcement officers from other jurisdictions, a new ordinance was developed which changed the permit fees and fines structure to be consistent with the industry norms and removed all outdated language.

#### **Vehicle Replacement Program:**

The department will be replacing two (2) current patrol vehicles. These vehicles will be purchased through Currie Motors under the Suburban Purchasing Cooperative. Total purchase price including upfitting will be \$101,963.96. During the June 10, 2019 Joint Committee meeting the Public Safety Committee reviewed and approved this budgeted purchase.

#### **4. Visitors Business**

Several residents spoke about Sterigenics, noise at Willowbrook Ford and Park improvements.

#### **5. ADJOURNMENT**

MOTION: Made by Trustee Mistele and seconded by Trustee Berglund to adjourn the Regular Meeting at the hour of 6:18p.m.

ROLL CALL VOTE: AYES: Trustees Berglund, Davi, Kelly, Mistele, Neal and Oggerino. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED